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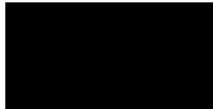
DD/R # 306-62

2 July 1962

DD/R  
STAFF MINUTES  
2 July 1962

Present: Scoville  
Giller

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1. Budget and Contract Reporting - Dr. Scoville said that he no longer required the Weekly Report of Contracts produced in OSA. There then followed a short discussion of the sorts of budgetary reporting that would be useful. It was generally agreed that the reports called for in the draft programming system would serve to provide most of the information Dr. Scoville required. This calls for a report each quarter with a projection report for the third and fourth quarter. Dr. Scoville will also want a narrative report on substantive progress along with the budgetary figures.

2. Hold Back on Allocations - Dr. Scoville said he intended to hold back 10% of the total allocation of each DD/R component - if and when Congress finally gets around to providing some money.

3. DD/R Career Service - The question arose as to whether the DD/R should run a single Career Service or whether each office of the DD/R should have its own. The consensus of the meeting was that at this stage of development there need be only one DD/R Board. Obviously the offices will desire to set up some sort of screening mechanism for matters that are to be sent to the DD/R Board. The official DD/R Board Members, in addition to Dr. Scoville, will be the Assistant Directors. The Chief Administrative Officer from each component will also be encouraged to attend Board meetings but without voting power.

CONFIDENTIAL

2

9. Dr. Scoville's Schedule - Dr. Scoville said he would leave town Thursday night, 5 July, and be gone the 6th. He also intends to be on leave from 11 July through 22 July.

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Assistant for Administration  
O/DDR

Distribution:

- 1 - Dr. Scoville
- 1 - Colonel Giller

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- 1 - Mr. Miller
- 1 - Mr. Cunningham
- ✓ 1 - DD/R Subject
- 1 - DD/R Chrono

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DDR [REDACTED] 5-1:bb (2 July 62)